



# Keystones to Opportunity: Pennsylvania's Vision for Sustainable Growth in Reading Achievement

## Appendix D: Budget Narrative Worksheet

Directions: This worksheet can be modified as needed to help an LEA and Early Childhood Education Program clearly explain costs associated with the Keystones to Opportunity Full Application. **All costs must be clearly identified by Statutory Funding Area.** If a cost applies to more than one Statutory Funding Area, those costs should be allocated equitably.

### 1. Personnel Costs - 100

Position	Percentage of Time in Project	Year 1 Cost	Statutory Funding Area(s)

### 2. Benefit Information - 200

Please itemize benefit costs for all Personnel.

Type of Benefit	Unit Cost	Total Cost

Please provide a brief rationale for all personnel included in the Keystones to Opportunity grant.



## Keystones to Opportunity: Pennsylvania's Vision for Sustainable Growth in Reading Achievement

### 3. Professional/ Technical Services - 300

Contractor	Service Provided	Cost of Service	Statutory Funding Area(s)

Briefly explain the rationale for all contracted services.

### 4. Purchased Property Services - 400

Item Leased or Rented	Vendor	Cost	Statutory Funding Area(s)

Briefly explain the rationale for all leased or rented items.



## Keystones to Opportunity: Pennsylvania's Vision for Sustainable Growth in Reading Achievement

### 5. Other Services / Property – 500

Item	Quantity	Cost	Statutory Funding Area(s)

Please provide a brief rationale for all communications and travel costs.

### 6. Supplies - 600

Item	Quantity	Cost	Statutory Funding Area(s)

Please provide a brief rationale for all materials and supplies.



## Keystones to Opportunity: Pennsylvania's Vision for Sustainable Growth in Reading Achievement

### 7. Property - 700

Item	Quantity	Cost	Statutory Funding Area(s)

Please provide a brief rationale for all equipment and property.